

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 50	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W9126G-04-T-0007	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME PAUL S RACICOT		b. TELEPHONE NUMBER (No Collect Calls) 254-939-1829		6. SOLICITATION ISSUE DATE 26-Nov-2003	
9. ISSUED BY LITTLE RIVER PROJ OFC ATTN: CESWF-OD-LR 3110 FM 2271 BELTON TX 76513-6522 TEL: 254-939-1829 FAX: 254-939-8061		CODE DACW63		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: 7999 SIZE STANDARD: \$6.0 Million		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO SEE SCHEDULE		CODE		16. ADMINISTERED BY		CODE	
17a. CONTRACTOR/ OFFEROR TEL. FACILITY CODE		CODE		18a. PAYMENT WILL BE MADE BY			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
		SEE SCHEDULE					
23. UNIT PRICE		24. AMOUNT					
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:			
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE				32c. DATE		35. AMOUNT VERIFIED CORRECT FOR	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE				32c. DATE		37. CHECK NUMBER	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				41c. DATE		40. PAID BY	
				42a. RECEIVED BY (Print)			
				42b. RECEIVED AT (Location)			
				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	

Section SF 1449 - CONTINUATION SHEET

Little River Project Office Lakes****THIS MUST BE COMPLETED AND RETURNED WITH YOUR QUOTATION******NAME:** Person #1 _____

Person # 2 _____

IN THE EVENT OF AWARD, ISSUE PURCHASE ORDER TO:**NAME:** _____**ADDRESS** _____**Social Security Numbers :** Person #1 _____

Person #2 _____

PHONE NUMBER __ (____) _____**DUNS NUMBER** _____ **CAGE CODE NUMBER** _____**PRESENT/FORMER (If retired) OCCUPATION:**

Person #1 _____

Person #2 _____

PREVIOUS EXPERIENCE AS GATE ATTENDANT: (Location, Supervisor and phone number)
ADDITIONAL PAPER CAN BE USED.

EXPERIENCE WITH COMPUTER EQUIPMENT/PROGRAMS: (check all that apply)

	Person # 1	Person #2
Cash Register	<input type="checkbox"/>	<input type="checkbox"/>
Automated User Permit System (AUPS)	<input type="checkbox"/>	<input type="checkbox"/>
National Recreation Reservation System (NRRS)	<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURES:**Person #1** _____ **Person #2** _____

BELTON/STILLHOUSE BID SCHEDULE

BELTON LAKE
GATE ATTENDANT CONTRACT BID SHEET

Contract Gate Attendant Services at the following parks on Belton Lake for the period 01 April 2004 through 30 September 2004.

Item #	Attendant Position	Est. No. Days	Bid Per Day	Total Cost
BN01a	Temple Lake 4-Day	105	X	\$ _____ = \$ _____
TOTAL				\$ _____

STILLHOUSE HOLLOW LAKE
GATE ATTENDANT CONTRACT BID SHEET

Contract Gate Attendant Services at the following parks on Stillhouse Hollow Lake for the period 01 April 2004 through 30 September 2004.

Item #	Attendant Position	Est. No. Days	Bid Per Day	Total Cost
SH01a	Dana Peak 3- Day	78	X	\$ _____ = \$ _____
TOTAL				\$ _____

CANYON LAKE BID SCHEDULECanyon Lake – Gate Attendant Bid Schedule

<u>Item #/Description</u>	<u>Est. QTY</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
0001 Potter's Creek Park A-Shift 01 Apr 04 - 30 Sep 04	133	Day	\$ _____	\$ _____
0001A Potter's Creek Park A-Shift - Option Year 01 Apr 05 - 30 Sep 05	133	Day	\$ _____	\$ _____
0002 Potter's Creek Park B-Shift 01 Apr 04 - 30 Sep 04	132	Day	\$ _____	\$ _____
0002A Potter's Creek Park B-Shift - Option Year 01 Apr 05 - 30 Sep 05	133	Day	\$ _____	\$ _____
0003 Canyon Park B-Shift 01 Apr 04 - 30 Sep 04	132	Day	\$ _____	\$ _____
0003A Canyon Park B-Shift - Option Year 01 Apr 05 - 30 Sep 05	133	Day	\$ _____	\$ _____
0004 Canyon Park Beach B-Shift 01 Apr 04 - 30 Sep 04	107	Day	\$ _____	\$ _____
0004A Canyon Park Beach B-Shift - Option Year 01 Apr 05 - 30 Sep 05	107	Day	\$ _____	\$ _____

Canyon Lake Bid Schedule (Cont.)

<u>Item #/Description</u>	<u>Est. QTY</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
0005 Canyon Lake North Park A-Shift 01 March 04 - 31 Oct 04	178	Day	\$ _____	\$ _____
0005A Canyon Lake - North Park A-Shift - Option Year 01 March 05 – 31 Oct 05	174	Day	\$ _____	\$ _____
0006 Canyon Lake - North Park B-Shift 01 March 04 – 31 Oct 04	177	Day	\$ _____	\$ _____
0006A Canyon Lake - North Park B-Shift - Option Year 01 March 05 – 31 Oct 05	177	Day	\$ _____	\$ _____
0007 Canyon Lake - Cranes Mill Park A-Shift 01 Apr 04 - 30 Sep 04	133	Day	\$ _____	\$ _____
0007A Canyon Lake -Cranes Mill Park A-Shift Option Year 01 Apr 05 - 30 Sep 05	133	Day	\$ _____	\$ _____
0008 Canyon Lake - Cranes Mill Park B-Shift 01 Apr 04 – 30 Sep 04	132	Day	\$ _____	\$ _____
0008A Canyon LakeCranes Mill Park B-Shift - Option Year 01 Apr 05 - 30 Sep 05	133	Day	\$ _____	\$ _____

**BID SCHEDULE: GATE ATTENDANT CONTRACT SERVICES
AT GEORGETOWN LAKE**

ITEM #	ATTENDANT POSITION	EST. # OF DAYS	BID PER DAY	TOTAL COST
001	CEDAR BREAKS Shift 1 (4-Day)	92	X \$ _____ = \$ _____	
01 APR 04 THRU 30 SEP 04				
002	CEDAR BREAKS Shift 2 (4-Day)	91	X \$ _____ = \$ _____	
01 APR 04 THRU 30 SEP 04				
003	JIM HOGG PARK Shift 1 (4-Day)	92	X \$ _____ = \$ _____	
01 APR 04 THRU 30 SEP 04				
004	JIM HOGG PARK Shift 2 (4-Day)	91	X \$ _____ = \$ _____	
01 APR 04 THRU 30 SEP 04				
005	RUSSELL PARK Shift 1 (4-Day)	92	X \$ _____ = \$ _____	
01 APR 04 THRU 30 SEP 04				
005	RUSSELL PARK Shift 2 (4-Day)	91	X \$ _____ = \$ _____	
01 APR 04 THRU 30 SEP 04				
005	TEJAS PARK (6-Day)	157	X \$ _____ = \$ _____	
01 APR 04 THRU 30 SEP 04				
POINT OF CONTACT FOR GEORGETOWN LAKE IS OLEN BURDITT, 512/930-2283				

Granger Lake Bid Sheet

Item #	Attendant Position	Est. # of Days		Bid Per Day		Total Cost
GA001	Wilson Fox #1	118	X	\$ _____	= \$ _____	
01-APR-04 Thru 30-SEP-04						
GA001A	Wilson Fox #1	118	X	\$ _____	= \$ _____	
OPTION YEAR						
01-APR-05 THRU 30-SEP-05						
TOTAL FOR BOTH YEARS: \$						_____
<hr/>						
		Est. # Days				
GA002	Wilson Fox #2	118	X	\$ _____	= \$ _____	
01-APR-04 Thru 30-SEP-04						
GA002A	Wilson Fox #2	117	X	\$ _____	= \$ _____	
OPTION YEAR						
01-APR-05 THRU 30-SEP-05						
TOTAL FOR BOTH YEARS: \$						_____
<hr/>						
		Est. # Days				
GA003	Willis Creek Park	130	X	\$ _____	= \$ _____	
01-APR-04 Thru 30-SEP-04						
GA003A	Willis Creek Park	131	X	\$ _____	= \$ _____	
Option Year						
01-APR-05 Thru 30-SEP-05						
TOTAL FOR BOTH YEARS: \$						_____
<hr/>						
		Est. # Days				
GA004	Friendship Park	133	X	\$ _____	= \$ _____	
01-APR-04 Thru 30-SEP-04						
GA004A	Friendship Park	134	X	\$ _____	= \$ _____	
Option Year						
01-APR-05 Thru 30-SEP-05						
TOTAL FOR BOTH YEARS: \$						_____
<hr/>						
POINT OF CONTACT AT GRANGER LAKE IS: SCOTT W. BLANK, (512) 859-2668						

SUMMER GATE ATTENDANT POSTIONS	PREVIOUS BID HISTORY (BID IS PRICE = PER DAY)
BELTON LAKE	
TEMPLE LAKE 4-DAY	\$70.00
STILLHOUSE HOLLOW LAKE	
DANA PEAK PARK – 3-DAY	\$75.00
CANYON LAKE	
POTTER'S CREEK PARK (A-SHIFT)	\$60.00
POTTER'S CREEK PARK (B-SHIFT)	\$75-\$90.00
CANYON PARK (B-SHIFT)	\$75-\$90.00
CANYON PARK BEACH (B-SHIFT)	\$70.00-\$75.00
NORTH PARK (A-SHIFT)	\$65.00
NORTH PARK (B-SHIFT)	\$75.00
CRANE'S MILL PARK (A-SHIFT)	\$65.00
CRANE'S MILL PARK (B-SHIFT)	\$65.00
GEORGETOWN LAKE	
CEDAR BREAKS SHIFT #1	\$70.00– \$80.00
CEDAR BREAKS SHIFT #2	\$60.00-\$85.00
JIM HOGG PARK SHIFT #1	\$65.00-\$70.00
JIM HOGG PARK SHIFT #2	\$70.00-\$80.00
RUSSELL PARK SHIFT #1	\$65.00
RUSSELL PARK SHIFT #2	\$65.00-\$80.00
TEJAS PARK	\$35.00-\$40.00
GRANGER LAKE	
WILSON FOX #1	\$85.00
WILSON FOX #2	\$68.00-\$70.00
WILLIS CREEK PARK	\$66.00
FRIENDSHIP PARK	\$70.00-\$75.00

GENERAL STATEMENT OF WORK
CESWF-OD-LR

01 October 2003

U.S. Army Corps of Engineers
Little River Project Office (LRPO)
Gate Attendant Scope of Work & Responsibility
For All Lake Offices

1. GENERAL: The services to be accomplished under this contract shall be accomplished by a 2-person team consisting of the contractor and 1 team member, each person will be at least 18 years of age. All work is to be performed by the identified 2- person team. Work to be performed under this contract may not be subcontracted. Both team members must be identified on the Request For Quotations (Bid sheets). Services to be accomplished under this contract shall be in accordance with this Scope of Work, the Project's Scope of Work and with the Corps of Engineers Gate attendant Handbook Scope of Work/Guidelines, for the recreation area named and described herein. The term "contractor" will refer to both members of the identified 2-person team. The contractor will be required to furnish all labor, equipment, fuel, transportation, tools and supplies (except as otherwise noted herein as Government furnished) necessary to provide the specified services for the duration of the contract period. Site visits are recommended prior to bidding. The total price of base bids plus options cannot exceed \$25,000.
2. DEFINITIONS:

CONTRACTOR: Gate attendant or park attendant

RESERVOIR MANAGER: Reservoir Manager or his authorized representative
3. TERM OF CONTRACT/DUTY HOURS: The term of contract and duty hours are specified in each Lake Office's Scope of Work.
4. PRE-WORK CONFERENCE: The contractor will be required to attend a pre-work conference to be conducted by the Reservoir Manager at the address of the offering or other agreed upon location. This meeting will be to discuss the policies outlined in the Scope of Work and Responsibility. The pre-work conference is normally held the weekday before the contractor begins providing the services.
5. PERMITS/COMPLIANCE: The contractor shall, without additional expense to the Government, be responsible for complying with and obtaining any necessary licenses and/or permits. The contractor will comply with all Federal, State, County, and Municipal laws, codes and regulations in connection with the performance of the work.
6. TEMPORARY LIVING QUARTERS: The contractor shall furnish a fully operable "self-contained" recreational vehicle (RV) of the travel trailer or motor home type to serve as temporary living quarters for the duration of the contract. Maximum size of the trailer is determined by physical limitations of the site furnished and will be parked near the entrance to the park at a location to be designated by the Reservoir Manager. Pickup (shell-type) campers, pop-up tent trailer, tents, mini-travel trailers, mobile homes, buses, or any other types of

recreation vehicles that do not meet general size requirements or the “self-contained” classification as determined by inspection of the Reservoir Manager will not be acceptable. In addition, the contractor shall provide and maintain a fully operable vehicle, which can be operated independently of the RV for purposes of personal or contract related transportation. Note: the RV vehicle must have a holding tank and the toilet must be of the recirculating or marine type. Adult family members and friends will not live with the contractor.

7. **VISTITORS OF THE CONTRACTOR/PARK ATTNENDANT:** Visitors of the contractor will be required to lodge in the contractor’s trailer with the contractor. No visitors will be allowed to hook-up to the contractor’s utility hook-ups at any time.
8. **UNIFORM DRESS AND PERSONAL APPERANCE:** The contractor shall, at all times when on duty and when dealing with the public, be required to maintain a fully clothed and neat, well groomed appearance. Shoes shall be worn; however, sandals or thongs will not be permitted. The contractor will promote a favorable image of the Corps through personal appearance, actions, and a willingness to assist park visitors in a courteous manner.
9. **LIVING AREA AND GATEHOUSE MAINTENANCE:** The contractor will maintain the area where the trailer is parked in a clean and sanitary condition at all time. No dog pens, horse corral, poultry cages or similar facilities for pets or the raising of animals will be allowed. All pets will be confined in the contractor’s trailer or on a leash of 6 foot or less in length. The contractor’s site will remain clean of animal waste at all times. No pets are allowed inside the gatehouse. No washers, dryers, deep freezers, or excessive personal items will be permitted around trailer pad areas or inside the gatehouse. Smoking is not allowed in or within 15 foot of the gatehouse. The contractor will maintain the gatehouse in a clean, orderly and sanitary condition at all times. Gate attendants will provide all equipment, tools, and needed supplies necessary for use and to clean the gatehouse. All non-authorized personnel are to remain outside the gatehouse. Solid wastes and refuse shall be deposited in a nearby trash receptacle furnished by the Government.
10. **USER FEES:** The contractor will follow fee collection, credit voucher, refund and campsite reservation procedures established by the U.S. Army Corps of Engineers, Fort Worth District. The contractor is required to collect User Fees daily, to insure that campers are “paid up”, utilizing the U.S. Army Corps of Engineers User Permit, ENG Form 4457 and /or an automated cash register, computer-system (Automated User Permit System AUPS), Park office or collection from an honor system vault. This includes going through the park to collect and safeguard fees when necessary. The contractor is required to collect user fees for specialized recreation sites, facilities and services provided by the Corps of Engineers. This may include, but are not limited to, camping, group facility use, day use, or special facility use. The contractor is required to accept cash, personal check, travelers check, money orders or credit card payments as methods of use fee payment. The contractor will be responsible for User Permits (ENG Form 4457), Cash Register/computer receipt tapes, and all collected forms of use fee payments until turned over to an authorized fee collector/cashier (Ranger). The contractor may be audited at any time, without prior notice, and is required to place all forms of colleted use fee payment/monies in the gatehouse fee safe immediately upon receipt, ready for immediate collection. The contractor is required to have personal cash on hand at all times to make change. There will be no co-mingling of funds.
11. **SECURITY BONDING:** The contractor must be fully bonded or insured to cover funds not received by the designated government agent or Reserve America as provided for in the specifications. The contractor is required to furnish the contracting office proof of such bond or

security in the minimum amount of \$5,000.00 as specified by the lake Manager, to the Fort Worth District Corps of Engineers. The contractor must obtain the bond prior to beginning work or no later than 10 days after. The contractor has the following options to fulfill this requirement:

- a. Obtain a fidelity bond from an insurance agent with the US Army Corps of Engineers, Fort Worth District named as the recipient. The cost is approximately 15% of the bond.
- b. Furnish an irrevocable, unconditional letter of credit from a financial institution in the specified amount.

* SPECIAL NOTICE: All persons handling Government monies or accessing the Government computer system under this contract shall be subject to a background investigation to establish their reliability, trustworthiness, conduct and character. By execution of the contract, the contractor certifies that all persons providing such services under the contract are so qualified, including but not limited to, not having been convicted of a felony. Any person so found not to have the necessary reliability, trustworthiness, conduct and character shall be dismissed. If the contractor fails to meet this requirement, the contract will be terminated for default.

12. CAMPSITE RESERVATIONS: The contractor will be required to take advance campsite reservations on the NRRS system. The contractor will be required to perform the following duties daily: Obtain reservation data reports, i.e. bookings, arrival reports, cancellation reports, etc., from the local project office or accept the reports delivered in person, and /or transmitted by telephone, electronic mail received through a computer, facsimile machine, etc.; b) Maintain and update necessary status reports utilizing charts, status boards, note pads, card systems, computer/cash register systems, AUPS, etc., to insure that campsite status is kept current at all time; c) Keep records and monitor dates of arrivals, departures, no-shows, cancellations, etc.; d) Fill out refund and credit voucher forms according to policy.; e) Post reserved and vacant campsites. The contractor will furnish transportation to drive through the park as needed to determine occupied/vacant sites, post reserved/ vacant sites, collection of use fee from honor system vaults, etc. The contractor will also maintain any record as necessary for the administration of the campsite reservation program as directed by the Reservoir Manager. The contractor will accept the campsite reservation permit as both proof/payment of the reservation.
13. GROUP SHELTERS: The contractor will keep records and insure compliance of group shelter use as required by the Reservoir Manager.
14. CAMPING STATUS: The contractor will record the campsite taken and maintain a permanent record of the current status for each campsite occupied. The contractor will keep written records of campers length of stay to insure compliance with the Corps' camping policy. The contractor will register park users, issue appropriate passes, and deliver emergency messages to visitors as required by the Reservoir Manager. The contractor will keep a written record of campers who are turned away due to lack of campsites or electrical hook-ups. The contractor shall also participate as necessary in all Recreation Use Surveys that may be conducted.
15. VISITOR ASSISTANCE: The contractor will occupy the gatehouse at all times during duty hours and is required to handout information pamphlets, copies of Federal regulation, and campground maps to all visitors, courteously answer questions for visitors and assist campers in locating campsites. The contractor will advise campers and park visitors (1) to utilize only developed facilities or designated overflow areas and (2) to operate and park all vehicles and campers only on paved surfaces or designated parking areas. The contractor will advise campers

of quiet hours (10:00 P.M. until 6:00 A.M.) as they enter the park, and assist in maintaining quiet hours.

16. COMPLAINTS: The contractor will keep a written record of complaints and criticisms of park facilities. These records will be given to the Reservoir Manager upon request.
17. DISTURBANCES: The contractor will promptly report all accidents, violations of law, disturbances, and situations that could effect health and safety of visitors to the Reservoir Manager. In the event the contractor is unable to communicate with the Reservoir Manager, the contractor should contact the local law enforcement officers as soon as practical. All communications with local law enforcement officers will be reported to the Reservoir Manager, on the next workday. The Contractor will not attempt to apprehend any violators. NOTE: Serious incidents such as a fatality in the park will be reported immediately to the Reservoir Manager and to the local law enforcement agency.
18. COOPERATION WITH OTHERS: The contractor will cooperate with the public, other contractors and gate attendants, Corps employees and others who have contracts with the Corps of Engineers for the construction of new facilities, repair of existing facilities, clean up services, trash pick-up services, and grass mowing, etc. The contractor will allow Corps employees to utilize communication facilities furnished by the Government. Cooperation will include, but not be limited too summoning assistance and reporting all instances of vandalism, harassment, public intoxication, speeding, etc. to proper authorities. The contractor will attempt to provide for the needs of our visiting public as public relations representatives for the Corps of Engineers. The contractor may be asked to work additional days in the event that another contractor needs time off due to medical reasons.
19. PARK INSPECITON: The contractor will inspect the park area and facilities a minimum number of times each day as required by the Reservoir Manager. Inspections will be made in a vehicle provided and maintained, by the contractor. During all inspections, if the contractor observes park users violating Corps of Engineers rules and regulation, the contractor should ask for compliance only, the contractor is not to pursue enforcement. If violations persist, the contractor should contact the Reservoir Manager for assistance/enforcement. If a Ranger is not available, in minor cases, a record of the incident should be made and reported to the Reservoir manager as soon as practical.
20. CONTRACTOR VEHICLE: The contractor will provide a transportation vehicle for use in performing the requirements of the contract. Minimum state required liability insurance must be carried. Proof of liability insurance will be submitted to the Contracting Officer's Authorized Representative, Lake Office, within 1 week after beginning date of the contract. All motor Vehicles and operators will comply with state laws such as licensed operators, and vehicle safety equipment and other.
21. LOST AND FOUND: The contractor will keep lost and found articles in the gatehouse or trailer and turn over all found articles with as much information as possible to the Rangers as soon as possible.
22. FIREARMS: Firearms of any type of object that could be considered a weapon will not be carried or kept in the park. This includes but is not limited to the gatehouse, or trailer occupied by the contractor.

23. **ALCOHOL:** The contractor will not consume or be under the influence of alcoholic beverages, drugs and/or medication unless administered under a doctor's prescription while on duty. The contractor will not consume or be under the influence of alcoholic beverages, drugs and/or medication in the absence of a doctor's prescription while in view of the public to include by not limited to the park entrance area, attendant site, gatehouse, park restrooms, campsites, etc.
24. **INSPECTION AND CONTRACT PERFORMANCE:** The service performed by the contractor under the provisions of this contract shall be subject to inspections by the Contracting Officer of his designated representative to insure strict compliance with the terms of the contract. The contractor will be advised of a deficiency. Upon being advised of a deficiency, the contractor shall take immediate action either to personally correct or have his team member correct such deficiency and to insure that the deficiency does not reoccur.
25. **TRAILER SITE:** Unless otherwise indicated in the Lake Offices park information sheet or scope of work, the Government will furnish a site for self-contained travel trailer or motor home with only 110 volt electricity, water, sewage hook-ups and/or dump station nearby. If the contractors' travel trailer is not configured or adaptable to the sewage, water or electric hookups available at the site, the Government will not be responsible for providing attachments' etc. No reimbursement will be made whenever utilities are not available and must be secured elsewhere. The use of these facilities are at the contractors risk and damage to equipment will be the sole responsibility of the contractor.
26. **COMMUNICATIONS EQUIPMENT:** The contractor may be required to operate and use radio equipment. The Government will furnish radio equipment.
27. **GOVERNMENT PROPERTY:** The contractor will be required to return Government property on the last day of the contract.
28. **DAMAGE RESPONSIBILITY:** The contractor shall be responsible for restoring any government facilities, structures, or trees damaged as a result of his/her operation. The contractor shall also be responsible for any damage to private property, and will notify the ARCO immediately of damage to Government property and private property, and injury to any person resulting from his operation. The Contractor will notify the ARCO immediately of damage to Government facilities due to vandalism or other causes on the day such damage is first noticed.
29. **SOLID WASTE DISPOSAL:** A trash removal contractor will remove all solid waste material (trash) from the Government furnished containers on regular scheduled days.
30. **ABSENTEEISM:** No payment will be made for time not worked. The Reservoir Manager should be contacted and given as much advance notice as possible about anticipated absences. The Reservoir Manager must approve all absences in advance. An absence by any one or both of the two person contract team, without prior approval by the Reservoir Manager, is grounds for dismissal of the contractor and termination of the contract.
31. **PAYMENT FOR SERVICES:** Payment will be made monthly for the actual days worked at the unit price indicated on the bid sheet. Contractors should be aware that the payment could take as long as 45 days after invoice.
32. **SUBSTITUTION OF TEAM MEMBER:** Team member substitution may be allowed upon prior approval by the Contracting Officer.

33. **TERMINATION:** Conduct of unbecoming actions on the part of the contractor may be grounds for immediate dismissal of the contractor and termination of the contract. Examples of actions requiring immediate dismissal include, but are not limited to, the following: Consumption of alcoholic beverages or intoxication while on duty, cursing, harassment of visitors, unwarranted physical contact with visitors or corps personnel, recurring written and/or verbal complaints from visitors on contractor's attitude, lack of cooperation and resistance to implementation of policies and programs as directed by the Reservoir Manager, failure to correct deficiencies, etc. Failure by any one of the team members to provide items and service listed in the contract specifications may be ground for termination of the contract under FAR 52.249-8 and this clause. The contracting officer has the right to approve the substitution of any new team member/park attendant/gate attendant if that action becomes necessary.
34. **DUTY OF CONTRACTOR TO FINISH CONTRACT:** The contractor may not terminate the contract. If the contractor fails to complete the contract through the specified term, the contractor is subject to reprocurement cost. The contractor's failure to comply with contract specifications may be grounds for suspension or debarment for a period of time not to exceed 3 years. Acceptance of the contract shall be evidence of such knowledge, approval, or acquiescence of all contract specifications.
35. **OTHER REQUIREMENTS:** See Project's Scope of Work for other requirements of that Project.

BELTON-STILLHOUSE

BELTON AND STILLHOUSE HOLLOW LAKE

ADDITIONAL GATE ATTENDANT SCOPE OF WORK AND RESPONSIBILITIES

PROJECT AND PARK DESCRIPTION – BELTON LAKE

The Belton/Stillhouse Lake Office is located 1 mile south of US 190 on FM 1670 in Belton, Texas. Belton Lake is located on the Leon River 16.7 miles upstream of the confluence of the Leon River and the Little River. It is in the northern part of Bell County, Texas about three miles north of the City of Belton and about eight miles west of the City of Temple, Texas. The Lake area lies within Bell and Coryell Counties.

Belton Lake was constructed by the U.S. Army Corps of Engineers to control flooding within the Brazos River Basin. The lake also functions as a water supply for several of the surrounding communities, fish and wildlife habitat, and provides recreation opportunities for the public.

CEDAR RIDGE PARK

This park offers 68 campsites for RV and tent camping. Each site has water and electric hook-ups. In addition to the campsites, eight screen shelters are located within the park. Cedar Ridge Park has restroom facilities with hot showers, a camper activity center, washers & dryers, two boatramps, a fishing dock, a swimming beach, a playground, basketball court, and dump station

LIVE OAK RIDGE PARK

This park offers RV and tent camping with water and electric hook-ups at all of the sites. This park is well shaded with oak trees. Campers have access to restroom facilities with hot showers, a boatramp and dump station. This park has 47 single campsites that will accommodate tents, RV's, or trailers. A new entrance complex and camper service center was completed in 2003. The campers service center has washers and dryers and a large, indoor meeting area.

WESTCLIFF PARK

This park has 38 campsites with water and electric for tent or RV camping. Park visitors have access to restrooms with hot showers, a boatramp, swimming beach, and playground.

PROJECT AND PARK DESCRIPTION – STILLHOUSE HOLLOW LAKE

Stillhouse Hollow Lake was constructed by the U.S. Army Corps of Engineers to control flooding within the Brazos River Basin. The lake also functions as a water supply for several of the surrounding communities, fish and wildlife habitat, and provides recreation opportunities for the public.

UNION GROVE PARK

This park offers both RV and tent camping with water and electric hook-ups. There are a total of 37 campsites; 7 are tent only, 4 are pull through, 2 are doubles and the remainder will accommodate tents, trailers or RV's. The park also has waterborne restroom facilities with hot showers, a swim beach, fishing dock and a 4 - lane boatramp.

DANA PEAK PARK

This Park offers both RV and tent camping with water and electric hook-ups. The park offers a total of 25 campsites; 5 are tent only, 2 are pull through, 3 are doubles, 2 are mini group shelters and the remainder will accommodate tents, trailers or RV's. This park has restroom facilities with hot showers, a swim beach with change shelter, a fishing dock and a 4 - lane boatramp.

STILLHOUSE PARK

This park has 38 picnic sites with water access from each site as well as access to the swimming beach and a playground for the kids. Water is available at a central location within the picnic areas. Park has a 4 - lane boatramp that is located adjacent to the marina.

1. BELTON/STILLHOUSE LAKE ADDITIONAL SCOPE OF WORK

A) Duty Shift Schedules. Contractor will maintain 24-hour surveillance at the park in accordance with the "Gate Attendant Duty Shift Schedule". Schedule is subject to change with one (1) week advance notice. Note that Gate Attendant Contractors are required to work all holidays that fall on their duty days.

(1) **Duty Hours:** Hours during which Contractor will be required to perform visitor assistance duties in accordance with the LRPO Gate Attendant Scope of Work and Responsibility, all Paragraphs. Duty hours actually in the gatehouse are identified as "duty hours" on the attached table "Gate Attendant Duty Shift Schedule." During duty hours, contractors will display all Government supplied materials intended to identify contractors as Gate Attendants. Duty hours may vary due to high usage.

(2) **Security Hours:** Non-duty hours (see table "Gate Attendant Duty Shift Schedule"), during which the Contractor must be inside the park in which he resides for response to unexpected and/or emergency events. These hours include time necessary to close the park.

B) Pre-work Conference: Gate Attendants will attend a pre-work conference generally held the first day of the contract from 0900 – 1600 hours at the Little River Project Office. The ending time is approximate and the pre-work conference may run longer than the time specified. Both parties of the contractor's team will attend unless prior approval has been received from the gate attendant coordinator. Training on all facets of the Gate Attendant Program will be covered during this meeting. In addition, one team member may be required to attend up to twenty (20) hours of advanced National Recreation Reservation Service (NRRS) training during scheduled duty hours, as required by the Gate Attendant Coordinator, to ensure sufficient proficiency with the program. This requirement may be used in the event software or system changes necessitate additional training.

- C) **Operational Responsibility:** Park gates will be opened and closed by the Contractor on duty according to the schedule of operation for the park in Table "Park Hours of Operation." Attendant will insure all vehicles have exited the area prior to closing the gates where there is not a 24 hour exit. In the event there are unattended vehicles in an area without a 24 hour exit, the attendant will notify a park ranger on duty, place a note on the vehicles window explaining how to exit, and close the gate (without locking). Vehicles shall not be locked in an area under any circumstances. In the event a ranger is not on duty, the attendant will notify the Gate Attendant POC the next business day that this area could not be locked due to the inability to locate the owner of an unattended vehicle.
- D) **Gatehouse:** The gatehouse will be kept **LOCKED AT ALL TIMES (ON DUTY AND OFF)**. In addition, it will be kept in a neat, orderly presentable condition and cleaned at the end of each shift. This includes toilet facilities (if provided), floors, windows & walls (interior and exterior). All litter must be picked up and trash cans emptied. The gate attendant will furnish all cleaning supplies necessary to clean the gatehouse. In addition, the contractor will provide all supplies needed for restrooms, where provided. Attendant may be required to perform small amounts of watering vegetation or weed control as directed.
- E) **Government Furnished Supplies:** Supplies deemed adequate and necessary by the Government for the performance of fee collection & camper management duties will be supplied. **Any supplies deemed necessary by the contractor above what is provided will be secured at the expense of the contractor.** Attendants will notify the appointed supply person of supplies needed at a minimum of one (1) week in advance. Supplies will not be available on weekends or holidays.
- F) **Park Patrols:** Contractor is required to make a minimum of three (3) periodic checks daily at least 2 hours apart of all areas within the park to ensure proper use of facilities, the accuracy of camping related records and fee collection. This is in addition to those required in opening and closing of the day use areas and entrance gates. Additional inspections may be required to check visitor complaints, check facilities as requested, deliver emergency messages, assist Corps personnel and to insure visitors comply with park closure regulations, at no additional cost to the Government.
- G) **Use Fee Collection:** The gate attendant is responsible for providing adequate money to make change during the term of the contract. The attendant will not keep more than \$150.00 or bills larger than \$20 in the cash drawer. All other money will be secured in the provided safe. Fee money and permits will be turned over to an appointed fee cashier weekly or as required. The attendant will prepare and balance a Bill For Collection (BFC) and sign all documents. In the event fees do not balance, the contractor will be responsible for the difference. All day use fees collected using a cash register will be entered into the NRRS computer as a lump sum at the end of each shift. National Recreation Reservation Service (NRRS) computers are currently installed in the parks with campgrounds to manage campsite, group and day use areas. **Temple Park and Stillhouse Park will be included in the NRRS** for the collection of use fees and group area reservation management. All gate attendants should be prepared to operate such equipment during the contract period. The Government will provide training for the computer operation.
- H) **RESERVATIONS:** All parks equipped with NRRS hardware will make reservations, unless otherwise directed. Gate Attendants are responsible for the overall management of visitors to the parks through the use of provided computers and/or cash registers. All attendants will be able to produce accurate records anytime requested concerning site occupancy, vacancy, open or closed, reservation status, number of campers and vehicles at each site, and any other data necessary for the effective management of these facilities.

- I) **Cooperation With Others:** Contractors will cooperate with other Gate Attendants, other contractors, volunteers, Corps of Engineers employees, and law enforcement personnel. Contractors shall maintain a congenial working relationship with those noted above, including verbal and written communications, as necessary to comply with the terms of the contract. Contractors shall not direct the work performance of another contractor and will be responsible for any additional cost incurred due to any unauthorized instruction. If work performance of another contractor is questionable, the Gate Attendant Coordinator should be contacted.
- J) **Compliance Inspection:** The attendants will be subject to a monthly contract compliance inspection, including public relations performance. Inspection results will be provided and any identified deficiencies will be corrected by the contractor. The frequency of inspections may be adjusted at the discretion of the Lake Manager or the appointed inspector.

2. REQUIREMENTS & CONDITIONS

- A) **Communications:** A telephone will be provided at each gatehouse for business use only. Any personal or long distance charges, other than official business, are not allowed and will be the responsibility of the contractor. The Gate Attendant on duty is required to answer this phone during all duty hours. A personal phone line may be installed at the gate attendant site ONLY. The Government will not be responsible for any costs related to this line or installation.
- B) **Utilities:** No reimbursement will be made whenever utilities are not available to the Gate Attendant and must be secured elsewhere. The Government provides an electrical, water and sewage hook-up. The use of these facilities is restricted to the contractor team. All utility use is at the contractors own risk and damage to equipment will be the sole responsibility of the contractor.
- C) **Trailer Site:** The contractors trailer may not exceed one (1) unit 37 feet in length. The contractors RV or trailer size may not exceed the physical limitations of the site provided (a site visit is encouraged prior to submitting a bid). The Gate Attendant site and surrounding area must be kept in a clean, sanitary and presentable condition at all times. Clotheslines at or around the trailer site will not be permitted.
- D) **Damage Responsibility:** The contractor shall be responsible for restoring any Government facilities, structures, or vegetation damaged as a result of his/her actions. The contractor shall also be responsible for any damage to private property and will notify the Gate Attendant Coordinator immediately of damage to Government property, private property and/or injury to any person resulting from his operation. The Contractor will notify a park ranger as soon as practical of damage to Government facilities due to vandalism or other causes on the day the damage is first noticed. Vehicles and trailers will be driven on improved roads only. All wheeled vehicles (trucks, trailers, etc.) will be parked in designated spaces only.
- E) **Payment:** Payment is to be made monthly according to the unit price and actual days worked. Contractors should be aware that the payment could take up to 45 days.

3. OTHER CONSIDERATIONS:

- A) **Electronic Equipment:** This equipment is sensitive to high humidity and temperature changes. Gatehouse A/C and heat units will be used at all times to prevent damage to these systems.
- B) **Evaluation of Options (APR 1984):**

- (1) The Government will evaluate offers for award purpose by adding total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the options.
- (2) The Government may reject an offer as non-responsive if it is materially unbalanced as to prices for the basic requirement and the option quantities. An offer is unbalanced when it is based on prices significantly less than cost for some work and prices, which are significantly overstated for other work.

C) Option To Extend The Term Of The Contract Services (APR 1984)

- (1) The Government may extend the term of the contract with written notice to the Contractor within the time specified in the Schedule; provided, that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
 - (i) If the Government exercises this option, the extended contract shall be considered to include this option provision.
 - (ii) The total duration of this contract including the exercise of any options under this clause shall not exceed two years.

4. For information:

- (1) For technical information contact: Robert Waznik (254) 939-2461.
- (2) A site visit is recommended for first time bidders.
- (3) Total price of base bids plus option cannot exceed \$25,000.

Park Hours of Operation

<i>Park</i>	<i>Open AM</i>	<i>Close PM</i>	<i>Mileage*</i>	<i>Attendant</i>
Cedar Ridge	6:00	10:00	N/A	Cedar Ridge
Temple	6:00	9:00	N/A	Temple
Live Oak Ridge	6:00	10:00	N/A	Live Oak Ridge
Miller Springs NA	8:00	Sunset***	0.2 mile	Live Oak Ridge
Miller Springs Park	8:00	Sunset***	0.5 mile**	Live Oak Ridge
Belton Lakeview	8:00	Sunset***	4 miles	Live Oak Ridge
Westcliff	6:00	10:00	N/A	Westcliff
Stillhouse Beach Area	6:00	Sunset***	N/A	Stillhouse
Stillhouse Entrance	6:00	9:00	N/A	Stillhouse
Chalk Ridge Falls NA	8:00	Sunset***	12.0	Stillhouse
Dana Peak	6:00	10:00	N/A	Dana Peak
Union Grove	6:00	10:00	N/A	Union Grove
Rivers Bend	6:00	Sunset***	4.0	Union Grove

* Mileage shown is one (1) round trip.

** Miller Springs Park and Belton Lakeview Park mileage shown is 4.0 mi round trip to close Belton Lakeview Park plus 0.5 mi round trip deviation necessary to close Miller Springs Park during the same trip.

*** Sunset is the time published in a local newspaper.

Gate Attendant Duty Shift Schedule

Contractor	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Cedar Ridge 4 Day Security HRS Duty HRS	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200	OFF	OFF	OFF
Cedar Ridge 3 Day Security HRS Duty HRS	OFF	OFF	OFF	OFF	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200
Temple 4 Day Security HRS Duty HRS	2100-0600 0600-2100	2100-0600 0600-2100	2100-0600 0600-2100	2100-0600 0600-2100	OFF	OFF	OFF
Temple 3 Day Security HRS Duty HRS	OFF	OFF	OFF	OFF	2100-0600 0600-2100	2100-0600 0600-2100	2100-0600 0600-2100
Live Oak 4 Day Security HRS Duty HRS	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200	OFF	OFF	OFF
Live Oak 3 Day Security HRS Duty HRS	OFF	OFF	OFF	OFF	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200
Westcliff 4 Day Security HRS Duty HRS	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200	OFF	OFF	OFF
Westcliff 3 Day Security HRS Duty HRS	OFF	OFF	OFF	OFF	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200
Stillhouse 4 Day Security HRS Duty HRS	2100-0600 0600-2100	2100-0600 0600-2100	2100-0600 0600-2100	2100-0600 0600-2100	OFF	OFF	OFF
Stillhouse 3 Day Security HRS Duty HRS	OFF	OFF	OFF	OFF	2100-0600 0600-2100	2100-0600 0600-2100	2100-0600 0600-2100
Dana Peak 4 Day Security HRS Duty HRS	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200	OFF	OFF	OFF
Dana Peak 3 Day Security HRS Duty HRS	OFF	OFF	OFF	OFF	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200
Union Grove 4 Day Security HRS Duty HRS	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200	OFF	OFF	OFF
Union Grove 3 Day Security HRS Duty HRS	OFF	OFF	OFF	OFF	2200-0600 0600-2200	2200-0600 0600-2200	2200-0600 0600-2200

2004 SCOPE OF WORK - CONTRACT GATE ATTENDANTS

CANYON LAKE OFFICE

For the upcoming summer season at Canyon Lake, eight gate attendant contracts will be advertised: one contract each at Canyon Park and Canyon Park Beach, and two contracts each at Potters Creek Park, North Park, and Cranes Mill Park. All gate attendant contractors will reside in their assigned parks where they will work five days per week (except Canyon Park Beach day use area - a resident site is not provided for this park and both shifts are less than five days per week). The attendants will be expected to collect user fees, provide visitor assistance, give out information, and provide other services that are explained in the General Contract Provisions. All gate attendant contractors shall provide their own street legal vehicles and associated transportation costs. Further description of the hours and days to be worked for each specific contract are given in the attached "Work Schedule". Descriptions of the park areas are included in the section titled "Recreation Area Descriptions". The word "Government" refers to the Government of the United States of America, and any agency thereof. "Lake Office" refers to the U.S. Army Corps of Engineers, Canyon Lake Office.

A. Scope of Work and Contractor Responsibility:

1. **RESIDENCE:** Attendants will be required to furnish a residence trailer, motor home or other RV vehicle as described in the general conditions. These attendants (unless otherwise noted) will be required to live on-site during their workweek.

2. **SURVEILLANCE:** All attendants will be required to maintain a 24-hour surveillance of the assigned park by working and residing in the park at least during their assigned work days (except at Canyon Park Beach). All attendants will be allowed to remain at the living site during their days off if they wish. Attendants will occupy and be on duty in the fee booth/park gatehouse according to the hours and days listed on the attached "Work Schedule". "On duty" times listed on the schedule are defined as the time when at least one adult will occupy the fee booth/gatehouse and perform the duties listed below. During the "peak hours" listed in the schedule, two adults will be on duty at the gatehouse as a minimum requirement. If attendants elect to remain in the park on their days off, they are not expected to provide any service except to respond to emergency calls from any source.

3. **MEETINGS:** The contractor and all attendants will be required to attend meetings at the lake office during the first week of the contract period, and at other times deemed necessary during the contract period at dates and times to be determined by the lake manager. During these meetings, policies and work responsibilities will be discussed plus pertinent questions will be heard and answered by the lake manager and his staff. Attendance at these meetings is mandatory and is considered "on duty" time for the contractor and attendants.

4. **USER FEES:** Collect user fees in the assigned park from campers and day users during the contract period as stated on the attached schedule. The attendants will be required to provide and have sufficient cash on hand each day to make change for campers who purchase user fee permits. Attendants will collect all fees at the gatehouse and will **NOT** be required to drive through the park to collect fees at campsites. Fee collection responsibilities are described in the general contract provisions. All user fees collected must balance with the fee value of user permits issued and the contractor will be required to reimburse the government for any unexplained shortages or questionable losses of collected monies considered as valid fees. Each week, the contract gate attendant is responsible for safe keeping of collected monies (fees) until received by a collection contractor. A written receipt will be issued after monies are accounted and received in this manner. Shortages in funds or permits issued will be documented at this time.

5. **GROUP SHELTERS:** Contractor will be responsible for maintaining a list of group shelter reservations, collecting fees, and issuing and collecting keys (or divulging lock combinations) on road gate locks for group shelters located in Canyon Park and Potter's Creek Park.

6. **VISITOR ASSISTANCE:** The contractor will exercise tact, diplomacy, and courtesy at all times when dealing with the public. Instances of discourtesy or repeated distribution of nonfactual information will not be tolerated. Contractor will advise campers of quiet hours (10PM until 6AM daily) as they enter the camping area. Contractor will distribute informational brochures, park rules and regulations.

7. **GATE OPERATION:** All gate attendants in camping areas will be required to open park entrance gates at 7AM and close the gates at 10PM daily at their assigned park. The park exit gates in camping areas will be left open at all times. All gate attendants in day use areas will be required to open park entrance gates at 7AM and close the gates at sunset daily at their assigned park (except at Canyon Park Beach day use area - this area will be open from 1:00PM - sunset on weekdays and from 7:00 a.m. - sunset on weekends and holidays). The park exit gates in day use areas will be left open at all times when visitors are present in the day use area. It will not be required of any of the gate attendants to open or close the gates on their day-off. **SPECIAL NOTE:** Attendants at each day use park will be required to tour the park each evening, inform visitors of park closure time, and close park exit gates when all visitors have exited. Gate attendants at North Park will be required to perform these tasks at nearby Overlook Park (approximately 3 miles from North Park). If a visitor cannot be contacted and informed of park closure, and if a park ranger is not available, the attendant will leave an approved note on the vehicle and will close but not lock the entrance gate. If a park ranger is on duty, the gate attendant will do all the above but will also return to the gatehouse and notify the on-duty ranger to complete the closure. **Exit gates will not be locked if any visitors are left in the park area.**

8. **REPORTING:** The contractor will promptly report all accidents involving property damage and/or personal injury in the park to Corps rangers. Contractor will report all known disturbances to Corps of Engineers Park Rangers immediately, or in the event you are unable to communicate with them, contact local law enforcement officers. All communications with law enforcement officers will be reported to Corps personnel as soon as practical. Attendants will not attempt to apprehend any violators.

9. **GOOD HEALTH AND PHYSICAL ABILITY:** Since long hours during each duty day are required for the job, it is recommended that attendants be in good health. Also working long hours in excessive heat, cold or other adverse weather may be required. Gate attendants should be able to converse in English and comprehend the spoken word in normal conversational tone. Should the gate attendant become ill, he/she is responsible for notifying the ranger on duty that day.

10. **PARK INSPECTIONS:** Gate attendants will be required to make a minimum of two (2) vehicle tours of the open park during their workshift. All gate attendant contractors are responsible for providing their own street-legal vehicles or bicycles and associated transportation costs. **NOTE:** Additional tours will be required to check on visitor complaints and to **ensure visitors comply with park closure regulations (day use parks and North Park only - see #7, gate operations)**. During all tours, attendants will accomplish the following duties:

- a. Assist visitors with any problems arising from government-owned facilities/utilities such as water, electricity, tables, trailer pads, cookers, restrooms, etc.
- b. Check visitors for valid user permits.
- c. Ask visitors to comply with park rules without further attempt to enforce the rules.
- d. Check conditions of the park, reporting conditions such as excessive litter, vandalism, broken facilities, etc.
- e. May be required to keep a daily log of times when each tour is completed.

11. **RECORDS:** Gate attendants may be asked by Corps personnel to keep logs of times when government contractors (i.e. cleaning, mowing, etc.) enter and exit the campgrounds.

12. **TELEPHONE:** The contractor may provide a personal telephone and extension cord to connect to an existing phone jack located at the gate attendant's trailer site. The attendant may contact Guadalupe Valley Telephone Cooperative, Inc. (1-800-835-4827), which services the park area to have the phone connected to his/her mobile residence. The gate attendant will be responsible for all connection charges, monthly service charges, security deposits, long distance charges, and all other related charges or fees for such service. The government is not expected to provide a telephone or telephone service for the residence. No cost for such telephone or service may accrue to the government. Telephone service for local calls only may be provided in the gatehouses. A public pay phone is located at the entrance to the parks (as of the time these specifications were written).

13. **MAIL:** Contractor should establish his/her own post office box at post offices, or at a rural mail box (on postal contract route) set up at residence site. No personal mail may be received at the U.S. Army Corps of Engineers offices.

14. **INVOICING:** Submit a monthly invoice to the designated billing office as instructed in the Invoice Memorandum inside your "Red Book". See block 15 of the DD Form 1155 (Contract) for the mailing address.

15. **SUPPLIES:** Supplies will be issued and delivered weekly. Their content will be based on the order form filled out by gate attendants. If extra supplies are needed or supplies run out before delivery, an appointment with the field office must be made if gate attendants desire to pick up supplies at the field office.

16. **CARE OF GATEHOUSE:** Gate attendant contractor and employees shall be responsible for the cleaning of the interior/exterior of the gatehouse building. The government will provide janitorial supplies and hand tools for use by the contractor to care for the premises. Minimum cleaning is one time per week.

B. Government Responsibilities:

1. The government (U.S. Army Corps of Engineers) will provide the following to the contractor for use during this contract period:

a. A site for the self-contained travel trailer or motor home which includes electricity and water hook-ups, sewage holding tank, and trash pick-up service at no charge to the contractor or his/her employees (not provided at Canyon park Beach). There will be no cost for these utilities connected to one residence unit only.

b. Writing pens, notebooks, user fee permits, transaction receipts, and handout materials such as information pamphlets, park rules, park maps, and other handouts as needed.

c. Uniform vests and nametags for identification purposes for the contractor and each individual employed by the contractor to be worn on duty.

d. A two-way radio to be permanently mounted in the park gatehouse that will enable communication with Corps rangers when on duty. Attendants are responsible for correct and proper use of the radio. The government may or may not provide a telephone in the gatehouse.

e. Microcomputer system or cash register for use in the AUPS or NRRS recreation fee collection programs. A cash register for collection of recreation fees in day use parks.

2. A government contractor will remove all solid waste from the furnished sewage holding tank. However, gate attendant is required to inform Corps rangers at times when tank needs to be emptied.

3. The government will perform necessary maintenance to the gate station complex including repairs to gatehouse, utilities, electronic equipment, etc.

C. Other Information and Job Requirements:

1. Prospective bidders not familiar with the job site are encouraged to visit the project or discuss the contract with project employees before submitting a bid. Some of the parks on Canyon Lake are larger and carry more public use than others and therefore may require more intense work individually. For additional information contact:

Canyon Lake Office
Attn: Park Ranger Judd McNett
601 C.O.E. Road
Canyon Lake, TX 78133-4112
Telephone - 830/964-3341

2. **TRAVEL:** Travel distances from the various parks to the lake office at Canyon Dam will range from five (5) to ten (10) miles one-way.

3. **SAFETY:** All government employees and contractor personnel are required to work safely. This will include driving vehicles or other activities. Unsafe conditions, either in parks, on equipment or inside any government area, whether a danger to project personnel, contractor personnel, or the visiting public will be reported immediately to the project manager. Any accident or personal injury will also be reported immediately to the Lake Manager at the lake office (telephone: 830-964-3341 or 964-3660).

4. **SECURITY:** All government employees and contractor personnel have a responsibility for security of public facilities. Generally, the contractor will report items that may have locks removed, gates left open, lost or stolen items, or missing property. However, any item that may be considered a risk to the public, the government interest, or project personnel will be reported immediately to Lake Manager or ranger on duty. Failing contact with a lake manager or ranger, the situation should be reported to the Comal County Sheriff's office (telephone: 885-4883) in New Braunfels.

5. **SMOKING:** All gatehouses are designated as no smoking areas. **No one will be allowed to smoke tobacco products at any time or cause smoke to pollute the air and property inside the gatehouses.** Failure to comply with this directive will be considered grounds for termination of the contract.

6. **PETS:** Pets will not be allowed in any gatehouses.

7. **LOCKED DOORS:** All contract gate attendants will be responsible for keeping their respective gate house doors locked at all times.

D. Recreation Area Description:

1. Cranes Mill Park is located in Comal County at Canyon Lake, approximately 27 miles northwest of I-35 and New Braunfels, TX, just off FM 2673 (south side of lake). Crane's Mill Park contains approximately 51 primitive camping sites. This park contains a free fishing pier area, a marina, and a boat ramp in the fee area. This park is popular with fisherman and boaters. Park entrance gatehouse is located across the street from gate attendant pad site.

2. North Park is located in Comal County at Canyon Lake, approximately 2 miles west of FM 306 on the north side of the lake. North Park (35 acres) contains about 19 campsites. North Park is a camping-use area only. Day use is not allowed in North Park. Restroom facilities are provided. This park is very popular with SCUBA divers. The park entrance gatehouse is located across the street from the gate attendant pad sites. Park entrance gatehouse contains air conditioning and heat.

3. Canyon Park is located in Comal County at Canyon Lake in south-central Texas, approximately 19 miles northwest of I-35 and New Braunfels, TX, just off FM 306 (north side of lake). The park consists of 465 acres. There is a commercial marina and restaurant, a sanitary dump station, 3 group shelters, and 2 boat ramps. This park is popular with families. Camping and day-use are separated.

a. **Camping Area:** The camping area of Canyon Park contains 150 Class B campsites. This area does not contain electrical hookups for camper use. Restroom facilities are provided. Camping entrance gatehouse (without restroom facilities) is located less than 600 feet from gate attendant pad sites.

b. **Day Use Area (Canyon Park Beach):** The day-use area contains about 25 picnic sites and a beach. Portable restroom facilities are provided at the gatehouse. Gate attendant pad sites are not provided.

4. Potters Creek Park is located in Comal County at Canyon Lake in south central Texas, approximately 24 miles northwest of I-35 and New Braunfels, TX, off FM 306 (north side of lake). The park consists of 320 acres. There are 109 sites with 50 amp electricity and water, 10 sites with 30 amp electricity and water, seven screened shelters, five large family sites, rest rooms with showers and flush toilets, two sanitary dump stations, a group shelter, a beach, and 2 boat ramps. This park is popular with families. Camping entrance gatehouse is located less than 200 feet from gate attendant residence sites. The gatehouse is equipped with central heat and air conditioning and restroom facilities.

5. Comal Park is located in Comal County at Canyon Lake in south central Texas, approximately 24 miles northwest of I-35 and New Braunfels off of FM 2673. Comal Park is a day use area and has a developed swimming beach, playground, 2 boat ramps, picnic sites, and restrooms with flush toilets. One gate attendant pad site (A shift) is located approximately 200 feet from the gatehouse. The other pad site is located approximately 1/4 of a mile from the gatehouse within the confines of the park. The gatehouse is equipped with central heat and air conditioning and restroom facilities.

2004 GATE ATTENDANT WORK SCHEDULE

CANYON LAKE PROJECT (APPENDIX A)

Base year terms of the contracts for **Potters Creek Park, Canyon Park Beach, Canyon Park, and Cranes Mill Park** parks will be from 01 Apr 2004 to 30 Sept 2004. These contracts may include one option year that will be from 01 April 2005 to 30 September 2005. Base year terms of the contracts for North Park and Comal Park (Comal Park is not open for bids in 2004) will be from 01 March to 31 October 2004. The North Park contracts may include one option year that will be from 01 March to 2005 to 31 October 2005.

All gate attendant contractors will reside in their assigned parks where they will work five days per week (except at Canyon Park Beach).

Throughout the contract, attendants will be required to work on all weekend days and any federal holidays that do not fall on their scheduled day off.

At Canyon Park Beach, an extended-hours schedule will be in effect on Fridays and/or Mondays associated with major holidays.

Information and Instructions toward Work Schedule:

1. The above clock times are "On Duty" times per designated duty day each week. During these hours, at least one adult is required to occupy and operate each gatehouse's fee booth at the park entrance. The remaining hours on an "On Duty" day are hours when at least one adult is required to remain in the area of their respective gate attendant residence site so as to be available to assist campers in emergency need.

2. The day "OFF" (not on duty) is a 24-hour period in which attendants will be allowed to leave the area if they wish. If attendants elect to remain in the park on their day/s off, they are not expected to provide any service except to respond to emergency call from any source.

3. During "Peak hours," two adults will be required to occupy and operate each fee booth at a gate station.

4. If conditions warrant, the Reservoir Manager has the authority to change days off or times if necessary. However, the total numbers of on-duty hours per day for a contractor may not be changed except by the Government's Contracting Officer. Duty schedule is subject to change with one-week (7 days) advanced notice.

WORK SCHEDULE - CANYON LAKE 2004

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Canyon Park Camping - A	7am-2:30pm	OFF DUTY	OFF DUTY	7am - 10pm	7am - 10pm	7am-2:30pm	7am-2:30pm
Canyon Park Camping - B	2:30pm-10pm	7am - 10pm	7am - 10pm	OFF DUTY	OFF DUTY	2:30pm-10pm	2:30pm-10pm
Canyon Park Beach Day Use - A	OFF DUTY	OFF DUTY	OFF DUTY	OFF DUTY	1pm - sunset	1pm - sunset	7am - sunset
Canyon Park Beach Day Use - B	7am - sunset	1pm - sunset 7-sunset HOL	1pm - sunset	1pm - sunset	OFF DUTY	OFF DUTY	OFF DUTY
Cranes Mill Park Camping - A	7am-2:30pm	OFF DUTY	OFF DUTY	7am - 10pm	7am - 10pm	7am-2:30pm	7am-2:30pm
Cranes Mill Park Camping - B	2:30pm-10pm	7am - 10pm	7am - 10pm	OFF DUTY	OFF DUTY	2:30pm-10pm	2:30pm-10pm
North Park Camping - A	7am-2:30pm	OFF DUTY	OFF DUTY	7am - 10pm	7am - 10pm	7am-2:30pm	7am-2:30pm
North Park Camping - B	2:30pm-10pm	7am - 10pm	7am - 10pm	OFF DUTY	OFF DUTY	2:30pm-10pm	2:30pm-10pm
Potters Creek Park Camping - A	7am-2:30pm	OFF DUTY	OFF DUTY	7am - 10pm	7am - 10pm	7am-2:30pm	7am-2:30pm
Potters Creek Park Camping - B	2:30pm-10pm	7am - 10pm	7am - 10pm	OFF DUTY	OFF DUTY	2:30pm-10pm	2:30pm-10pm
Comal Park Day Use - A	7am-1:30pm	OFF DUTY	OFF DUTY	7am - sunset	7am - sunset	7am-1:30pm	7am-1:30pm
Comal Park Day Use - B	1:30pm-sunset	7am - sunset	7am - sunset	OFF DUTY	OFF DUTY	1:30-sunset	1:30-sunset

PEAK HOURS: Must be two adults in the gatehouse during these times as a minimum:

Canyon Park Camping - Fridays from 7pm - 10pm, Saturdays & Sundays from noon - 2:30pm and from 2:30pm - 6pm

Canyon Park Beach Day Use - Saturdays, Sundays, & Holidays from 11:30am - 1:30pm and from 1:30pm - 6pm

Cranes Mill Park - Fridays from 7pm - 10pm. Saturdays & Sundays from noon - 2:30pm and from 2:30pm - 6pm

North Park Camping - Fridays from 7pm - 10pm, Saturdays & Sundays from noon - 2:30pm and from 2:30pm - 6pm

Potter's Creek Park Camping - Fridays from 7pm - 10pm, Saturdays & Sundays from noon - 2:30pm and from 2:30pm - 6pm

Comal Park Day Use - Saturdays & Sundays from 11am- 1:30pm and 1:30pm - 6pm

NOTE: Shifts will NOT rotate. One contractor will be doing the majority of the daytime work and the other contractor will be doing the majority of the evening work throughout the entire contract period. Prospective bidders should bid accordingly.

ADDITIONAL SCOPE OF WORK FOR LAKE GEORGETOWN

1. All gate attendants shall hand out information pamphlets to all visitors as they enter the park, assist users in locating sites, and courteously answer questions by visitors. The Contractor shall at all times, exercise tact, diplomacy, and courtesy in dealing with the public. The Lake Georgetown staff is committed to providing our visitors with the highest level of customer service. Gate attendant contractors are expected to support and further this goal.

2. The contractor shall:

- A. **Promptly** report accidents/incidents to Corps Rangers.
- B. Keep a written record of **all** complaints and criticisms.
- C. Keep records of campers and parks as required.
- D. Present a neat and clean appearance while on duty.
- E. Support the U.S. Army Corps of Engineers, all project programs and refrain from participation in the furtherance of rumors.
- F. Collect **all** fees required.
- G. Be required to attend a 4 hour orientation normally held the day before contractual services begin.

3. All gate attendants shall maintain **24 hour surveillance** in the park for their 4 day work week which includes weekends and some Federal holidays. A workday includes approximately 14 to 16 hours actual duty time by at least one attendant. Work will be scheduled and days off will be coordinated so that the main gate will be manned at all times.

<u>4. PARK AREA</u>	<u>PRIMARY FUNCTION</u>
Jim Hogg	Camping
Cedar Breaks	Multiple Use
Russell	Multiple Use
Tejas Camp	Camping

Park gates at Jim Hogg Park, Cedar Breaks Park, and Russell Park are equipped with electronic traffic control gates.

Hours of Operation: Camping areas open from 6:00 a.m.- 10:00 p.m.

Day use areas open from 6:00 a.m.- dark

Dark is defined as 30 minutes following official sunset time.

Gatehouse open from 8:00 a.m. - 10:00 p.m.

The Contractor shall open and close park gates according to above schedule of operation.

5. Contractor may be required to direct traffic flow from outside the gatehouse for several hours during periods of heavy use in any park.

6. No fee collection contract will be in effect. The contractor shall convert all cash received during their 4 day work week into money orders or certified checks and remit them (along with all checks received) directly to the address specified by the Corps. The contractor will be responsible for, but not limited to, the cost of acquiring all money orders, certified checks, envelopes, and postage necessary to deliver all monies collected during the preceding 4 day period to a Millington, TN address to be specified by the Corps. The estimated number of money orders/certified checks required per attendant will be twenty-five. The contractor is responsible for acquiring a surety bond in the amount of \$5,000.00 prior to start of contract.

7. All open parks will have two sets of gate attendants. The schedules are as follows.

A. Jim Hogg Park--Jim Hogg Park attendants shall work approximate 14 hour shifts for four days (see work schedule). The park attendant shall open the main entrance gate to the park at 6:00 a.m. and close it at 10:00 p.m. The park attendant is not required to open the gatehouse until 8:00 a.m. except on occasions deemed necessary by the Corps.

B. Cedar Breaks Park--Cedar Breaks Park attendants shall work approximate 14. hour shifts for four days (see work schedule). The park attendant shall open the main entrance gate to the park at 6:00 a.m. and close it at 10:00 p.m. The park attendant shall not open the gatehouse until 8:00 a.m. except on occasions deemed necessary by the Corps. The attendant who has the responsibility of manning the gatehouse at Cedar Breaks Park during the morning shift on any particular day shall open the Stilling Basin gate, the Learning Center gate, and the Overlook gate at 7:30 a.m. daily. Approximate mileage is 13 miles round-trip. The attendant who has the responsibility of manning the gatehouse at Cedar Breaks Park during the evening shift on any particular day shall close the same gates daily at dark. Each attendant on duty shall open and close the picnic area gate within the park in accordance with the posted hours of operation. Prior to closing any of these gates, the attendant shall insure that all vehicles have vacated the area. Under no circumstances shall a vehicle be locked behind any gates where a 24 hour exit is not provided.

C. Russell Park-- Russell Park attendants shall work approximate 14 hour shifts for four days (see work schedule). The park attendant shall open the main gate and the camp/day use gate at 6:00 a.m. and close them at 10:00 pm. The park attendant shall not open the gatehouse until 8:00 a.m. except on occasions deemed necessary by the Corps. The park attendant shall be responsible for making sure the swim beach is vacant at dark and both gates to it are closed. Dark will be defined as 30 minutes past official sunset time. Overnight camping will be allowed at the covered shelters in the day use area and the park attendant shall collect these fees and remove non-overnight users.

D. Tejas Camp--Tejas Camp attendants shall be on duty 6 days a week. The contractor's primary responsibilities shall be to collect camping fees and monitor the hunting program, and assisting in the implementation thereof during hunting season. Principle duties include the operation of a check station located at the contractor's trailer site where detailed records will be maintained and fees will be collected. The contractor may be required to check deer hunters' permits as they enter the area to insure that they are authorized to hunt. The contractor shall obtain lower jawbones and statistical information on all deer harvested during the season.

8. A telephone (party-line system with the other gate attendants) will be provided for the gatehouse. An outside jack (on the same line) will be provided for the contractor's RV. The Government will not be responsible for the hookup from the jack to the RV. Long distance phone calls are not authorized on these phone lines. Where available, contractors may secure an additional phone line at the sole expense of the contractor. The contractor shall not disclose this number to anyone except for emergency notification since the number is non- published. Failure to comply with this rule may result in changing the number at the attendant's own cost.

9. No reimbursement will be made whenever utilities are not available and must be secured elsewhere.

10. **Smoking is not allowed in any gatehouse.** The Contractor shall keep the gatehouse in a neat orderly condition and shall thoroughly clean it at the end of each shift. The Contractor shall furnish all cleaning supplies, including but not limited to, toilet paper and paper towels. The Contractor shall correct deficiencies in this area immediately upon notification by the Park Manager or his representative.

11. The contractor shall water shrubs, trees, grass, and flowers in the immediate area of the entrance gate complex as required by the Park Manager or his representatives.

12. All pets shall be confined in the contractor's trailer or on a leash less than six feet in length. **Pets are not permitted in the gatehouse at anytime except for animals trained in, and aiding the handicapped.** Failure to comply with this regulation can result in cleaning/replacing of the carpet at the attendants own expense.

13. The maximum trailer size to be used by the contractor is 45 feet. The contractor shall maintain the area where the trailer is parked in a clean and sanitary condition at all times.
14. The gatehouse and all safes therein shall be locked at all times. Only authorized personnel are permitted in the gatehouse at anytime.
15. The contractor shall provide a minimum of three patrols daily. More patrols may warranted (by an increased number of users inside the park) on any given day to insure security and Title 36 compliance.
16. The contractor shall use a computer extensively in collecting fees. The contractor shall collect day use fees in accordance with established policies, guidelines, and methods. The methods shall include the use of computers, cash registers, and other means not previously in use. In addition, the contractor shall sell Golden Age Passports and Annual Day Use Passes. Contractors shall be personally responsible for any failure to collect fees.
17. The contractor shall report all disturbances to Corps Rangers or, in the event that he/she is unable to contact a Corps Ranger, to local law enforcement officers. All communications with law officers shall be reported to Corps Rangers as soon as practical. The contractor shall not attempt to apprehend any violators. In the case of a medical emergency, the Contractor shall contact EMS and notify a Ranger as soon as possible.
18. The contractor shall operate new reservation system software and a new computer system employing a mouse and new printers using standard operating procedures outlined in handouts and the gate attendant handbook. While it is not mandatory, it is highly recommended that the attendant attend several days of unpaid training to learn the new reservation software. Suggested time for training is approximately 30 hours.
19. The contractor may be required to take evaporation pond and lift station meter readings if no park host is available or on duty.

GATE ATTENDANT DUTY SCHEDULE

Shift 1 - starts 1 Apr thru 4 Apr and then you are off 4 days, etc...

Shift 2 - starts 5 Apr thru 8 Apr and then you are off 4 days, etc...

Each attendants shift ends at 12:00 am of their last day. The attendant is responsible for surveillance in the park up to that time.

This rotates each shift thru some weekends off. If you have any questions concerning the new changes, please contact Olen Burditt at (512)819-9046 prior to bidding. **Consult the bid sheet for the total number of days per shift.**

Bidders on Russell Park:

Please note the changes to duties there – some overnight camping will be allowed.

GRANGER LAKE SCOPE OF WORK

A. SCOPE OF WORK

1. Duty Shift Schedules. Contractor will maintain 24-hour surveillance at a park in accordance with the "Gate Attendant Duty Shift Schedule". Schedule is subject to change with one (1) week advance notice. Contractor may be required to direct traffic flow from outside the gatehouse during periods of heavy use. Note that the Gate Attendants that are scheduled off for Memorial Day, July 4th, and Labor Day will be required to work.

a. Surveillance Hours: Duty hours during which Contractor will be required to perform visitor assistance duties in accordance with the LRPO Gate Attendant Scope of Work and Responsibility, all Paragraphs. In all parks, surveillance will be maintained from 6:00 AM - 10:00 PM. Duty hours actually in the gatehouse are from 9:00 AM – 10:00 PM Friday through Sunday and holidays and 10:00 AM – 10:00 PM Monday through Thursday. Fox # 1 and Fox #2 will alternate working Sunday's. Fox #1 will be off the first Sunday of the contract period. Duty hours may vary due to high usage and holidays.

b. Availability Hours: Non-duty hours (10:00 PM - 6:00 AM five days per week) during which the Contractor must be inside the park in which he resides for response to unexpected events.

2. Operational Responsibility. Park closure gates will be opened and closed by the Contractor on duty according to the following schedule of operation:

- Camping areas open from 6:00 AM - 10:00 PM
- Day use areas open from 6:00 AM - dark *
- ☐ Dark - 60 minutes after sunset

All parks are multiple use parks equipped with traffic control devices and gates. Gate Attendants will be required to operate the gate attendant building during surveillance hours indicated in paragraph A.1.a above, and in accordance with all paragraphs in the LRPO Gate Attendant Scope of Work and Responsibility. Listed below are additional requirements at each park.

a. Wilson Fox Park. The Wilson Fox #2 Gate Attendant will be required to provide Relief Attendant services at Taylor Park during days off or in the absence of the other gate attendants. Wilson Fox #2 gate attendant will be required to open and close gates in Friendship Park on the days Friendship gate attendants are on days off

b. Taylor Park. The Contractor who has responsibility for surveillance of Taylor Park will also be responsible for opening and closing the West Trailhead gate at 6:00 am and dark, respectively as requested by the ARCO.

c. Willis Creek Park. The Contractor and Relief Attendant will be required to close the group shelter gate the night prior to rental and open the gate when reservations arrive.

d. Friendship Park. The Friendship Gate Attendant will be required to provide Relief Attendant services at Willis Creek Park during days off or in the absence of the other gate attendants. On days that relief service is required one person will be required to remain in Friendship Park (not gone from the park for more than two (2) consecutive hours) for security purposes and will not be required to work the Friendship gatehouse. On days when no relief attendant is needed in Willis Creek Park, the contractor will perform gate attendant duties in Friendship Park. Friendship Park gatehouse will be operated Friday through Sunday and Holidays From 9:00 AM – Dark (60 Minutes after sunset).

3. Park Patrols. Contractor will be required to make a minimum of three (3) periodic checks daily at least 2 hours apart of all park areas to insure proper use of facilities. This is in addition to those required in opening and closing of the day use area and entrance gates. Boat ramp parking areas and beach areas must be checked at the beginning of each shift to identify day-user vehicles that have failed to pay a user fee. Handouts will be placed on the windows of vehicles and description and license plate number of the vehicle must be recorded. Violations of Title 36 Rules and Regulations by visitors will be given to park rangers for compliance however they see fit and **NOT** enforced by contractors. Violations to this could result in termination of the contract. One attendant must remain on duty at the gatehouse while the other patrols the campground. (not required by the Friendship and Taylor relief attendants). Additional inspections may be required to check on visitor complaints, deliver emergency messages, and assist park rangers and to insure visitors comply with park closure regulations, at no additional cost to the government.

4. Delivery / Inspection of Use Fees. . Weekly delivery to the project office of all paperwork from the park Bill For Collection (BFC) or Remittance Register (RR) during proceeding week will be required. For distance to the project office from each park see "Granger Lake Mileage Chart". The contractor will be responsible for remitting monies for each individual approved BFC or RR. The final approved BFC or RR, cashiers check or money order, and all personal checks will be remitted to National Recreation Reservation Service (NRRS) lock box (currently located in Atlanta, Georgia) weekly. The contractor will be responsible for purchasing cashiers checks (CC) or money orders (MO) for cash received from user fees as well as paying postage to mail the BFC or RR. The Government will provide the envelopes. Any copies or supplies needed to turn-in the BFC or RR will be at the expense of the contractor. Inspections (weekly, random, and monthly) may be performed during the contract period.

5. Cooperation With Others: Contractors will cooperate with other Gate Attendants, Camp Host Volunteers, Corps of Engineers employees, Government Contractors and law enforcement personnel. Contractors shall maintain a congenial working relationship with those noted above, including verbal and written communications as necessary to comply with the terms of the contract. Contractors shall not direct the work performance of another contractor. If the work performance of another contractor is questionable, the Project Office should be contacted.

B. SPECIAL REQUIREMENTS FOR LIVING AREA ON GOVERNMENT PROPERTY

1. Communications. A telephone and radio communication will be provided at each entrance station. A telephone jack (extension-line system with other gate attendant contractors) at the trailer site will be provided. Contractor must supply phone in their trailer for use. The

Government will not be responsible for the hookup from the outside phone jack to the travel trailer or phone inside trailer, which is required.

2. Laundry. Because of the open nature of the trailer sites and their proximity to the park entrance, clotheslines or the drying of laundry at or surrounding the trailer site will not be permitted.

C. SPECIAL CONSIDERATIONS

1. Computers are currently installed in the gatehouses. All gate attendants should be prepared to operate such equipment during the contract period. The Government will provide training for the computer operation. Use of the program will require minor computer literacy. The program is Window/menu-operated and relatively mistake proof. Minimal computer training or skills are anticipated to be required by prospective bidders.

2. The contractor is required to have a minimum of \$50.00 personal cash on hand at all times to make change. User fees are not to be used for change or purchase of Money Orders/Cashiers Checks.

GRANGER LAKE GATE ATTENDANT DUTY SHIFT SCHEDULE (summer)

CONTRACTOR	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
WILLIS CREEK Surveillance Hours Availability Hours	0600-2200 2200-0600	0600-2200 2200-0600	OFF	OFF	0600-2200 2200-0600	0600-2200 2200-0600	0600-2200 2200-0600
WILSON H. FOX #1 Surveillance Hours Availability Hours	OFF	OFF	0600-2200 2200-0600	0600-2200 2200-0600	0600-2200 2200-0600	0600-2200 2200-0600	0600-2200 2200-0600
WILSON H. FOX #2 Surveillance Hours Availability Hours	FOX 0600-2200 2200-0600	FOX 0600-2200 2200-0600	TAYLOR 0600-2200	TAYLOR 0600-2200	OFF	OFF	FOX OFF* OR 0600-2200 2200-0600
TAYLOR Surveillance Hours Availability Hours	0600-2200 2200-0600	0600-2200 2200-0600	OFF	OFF	0600-2200 2200-0600	0600-2200 2200-0600	0600-2200 2200-0600
FRIENDSHIP (RELIEF) Surveillance Hours Availability Hours	OFF	OFF	WILLIS CREEK 0600-2200	WILLIS CREEK 0600-2200	FRIENDSHIP 0600-2200 2200-0600	FRIENDSHIP 0600-2200 2200-0600	FRIENDSHIP 0600-2200 2200-0600

* Will alternate Sunday's off. Fox 1 will be off the first Sunday.

GRANGER LAKE MILEAGE CHART (Estimated)

	Project Office	Friendship Park	Taylor (West Trailhead)
Taylor Park	4.5	5.8	1.6
Wilson Fox Park	2.8	4.1	

Willis Creek Park	10.0	8.7	
Friendship Park	1.3		7.4

HISTORICAL BID DATA

SUMMER GATE ATTENDANT POSTIONS	PREVIOUS BID HISTORY (BID IS PRICE = PER DAY)
BELTON LAKE	
TEMPLE LAKE 4-DAY	\$70.00
STILLHOUSE HOLLOW LAKE	
DANA PEAK PARK – 3-DAY	\$75.00
CANYON LAKE	
POTTER’S CREEK PARK (A-SHIFT)	\$60.00
POTTER’S CREEK PARK (B-SHIFT)	\$75-\$90.00
CANYON PARK (B-SHIFT)	\$75-\$90.00
CANYON PARK BEACH (B-SHIFT)	\$70.00-\$75.00
NORTH PARK (A-SHIFT)	\$65.00
NORTH PARK (B-SHIFT)	\$75.00
CRANE’S MILL PARK (A-SHIFT)	\$65.00
CRANE’S MILL PARK (B-SHIFT)	\$65.00
GEORGETOWN LAKE	
CEDAR BREAKS SHIFT #1	\$70.00– \$80.00
CEDAR BREAKS SHIFT #2	\$60.00-\$85.00
JIM HOGG PARK SHIFT #1	\$65.00-\$70.00
JIM HOGG PARK SHIFT #2	\$70.00-\$80.00
RUSSELL PARK SHIFT #1	\$65.00
RUSSELL PARK SHIFT #2	\$65.00-\$80.00
TEJAS PARK	\$35.00-\$40.00
GRANGER LAKE	
WILSON FOX #1	\$85.00
WILSON FOX #2	\$68.00-\$70.00
WILLIS CREEK PARK	\$66.00
FRIENDSHIP PARK	\$70.00-\$75.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001					

PROVIDE GATE ATTENDANT SERVICES
FFP

FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT (UNLESS OTHERWISE NOTED) TO PROVIDE GATE ATTENDANT SERVICES IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS AND BID SHEETS FOR VARIOUS PARKS AND PERIODS LOCATED THROUGHOUT THE LITTLE RIVER PROJECT OFFICE LAKES.

MULTIPLE AWARDS WILL BE MADE FROM THIS SOLICITATION.

AWARDS WILL BE BASED ON BEST VALUE TO THE GOVERNMENT. FACTORS TO BE CONSIDERED ARE PRICE AND PAST PERFORMANCE AND OR PRIOR EXPERIENCE.

ISSUANCE OF PURCHASE ORDERS WILL BE MADE IN THE ORDER WHICH IS MOST ADVANTAGEOUS TO THE GOVERNMENT. IF A VENDOR DECLINES TO ACCEPT A PURCHASE ORDER FOR A PARK, THE VENDOR WILL NOT BE CONSIDERED FOR ANY OTHER AWARDS OFFERED IN THE SOLICITATION. ONLY ONE OFFER WILL BE MADE BY THE GOVERNMENT.

SEE ATTACHED SPECIFICATIONS AND BID SHEETS.

NET AMT

FOB: Destination

CLAUSES INCORPORATED BY REFERENCE

52.219-6	Notice Of Total Small Business Set-Aside	JUN 2003
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	MAY 1989
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2003
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.233-3	Protest After Award	AUG 1996

52.243-1 Alt II	Changes--Fixed-Price (Aug 1987) - Alternate II	APR 1984
252.204-7004	Required Central Contractor Registration	NOV 2001
252.242-7000	Postaward Conference	DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (OCT 2003)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

- (1) The solicitation number;
 - (2) The time specified in the solicitation for receipt of offers;
 - (3) The name, address, and telephone number of the offeror;
 - (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
 - (5) Terms of any express warranty;
 - (6) Price and any discount terms;
 - (7) "Remit to" address, if different than mailing address;
 - (8) A completed copy of the representations and certifications at FAR 52.212-3;
 - (9) Acknowledgment of Solicitation Amendments;
 - (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
 - (11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.
- (c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.
- (d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers:

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for

quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1) The Index of Federal Specifications, Standards and Commercial Item Descriptions and the documents listed in it may be obtained from the General Services Administration, Federal Supply Service Bureau, Specifications Section, Suite 8100, 470 L'Enfant Plaza, SW, Washington, DC 20407 ((202) 619-8925).

(2) The DOD Index of Specifications and Standards (DODISS) and documents listed in it may be obtained from the Standardization Documents Desk, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094 (telephone (215) 697-2569).

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) The DoD Index of Specifications and Standards (DoDISS) and documents listed in it may be obtained from the--Department of Defense Single Stock Point (DoDSSP), Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(i) Automatic distribution may be obtained on a subscription basis.

(ii) Order forms, pricing information, and customer support information may be obtained--

(A) By telephone at (215) 697-2667/2179; or

(B) Through the DoDSSP Internet site at <http://dodssp.daps.mil>.

(3) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$25,000, and offers of \$25,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain

information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(End of provision)

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

- (f) Price;
- (g) Past Performance

Price and past performance, when combined, are EQUAL in weight for evaluation of offers/bids.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of clause)

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (JUN 2003)

(a) Definitions. As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service-

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; or

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

___ TIN:-----

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other-----

(5) Common parent.

☐ Offeror is not owned or controlled by a common parent;

☐ Name and TIN of common parent:

Name-----

TIN-----

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) Veteran-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(3) Service-disabled veteran-owned small business concern. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(4) Small disadvantaged business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, () is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) Women-owned business concern (other than small business concern). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, a women-owned business concern.

(7) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(8) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. (Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.)

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs).) The offeror represents as part of its offer that it () is, () is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Average Annual

Number of Employees Gross Revenues

___ 50 or fewer ___ \$1 million or less

___ 51 - 100 ___ \$1,000,001 - \$2 million

___ 101 - 250 ___ \$2,000,001 - \$3.5 million

___ 251 - 500 ___ \$3,500,001 - \$5 million

___ 501 - 750 ___ \$5,000,001 - \$10 million

___ 751 - 1,000 ___ \$10,000,001 - \$17 million

___ Over 1,000 ___ Over \$17 million

(9) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns or FAR 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) General. The offeror represents that either--

(A) It () is, () is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It () has, () has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(7)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. (The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.)

(10) HUBZone small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, as part of its offer, that--

(i) It () is, () is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It () is, () is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Certifications and representations required to implement provisions of Executive Order 11246--

(1) Previous Contracts and Compliance. The offeror represents that--

(i) It () has, () has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the and

(ii) It () has, () has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

(i) It () has developed and has on file, () has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It () has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its

knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) Buy American Act Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act --Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms ``component," ``domestic end product," ``end product," ``foreign end product," and ``United States" are defined in the clause of this solicitation entitled ``Buy American Act--Supplies."

(2) Foreign End Products:

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) Buy American Act--North American Free Trade Agreement--Israeli Trade Act Certificate. (Applies only if the clause at FAR 52.225-3, Buy American Act--North American Free Trade Agreement--Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms ``component," ``domestic end product," ``end product," ``foreign end product," and ``United States" are defined in the clause of this solicitation entitled ``Buy American Act--North American Free Trade Agreement--Israeli Trade Act."

(ii) The offeror certifies that the following supplies are NAFTA country end products or Israeli end products as defined in the clause of this solicitation entitled ``Buy American Act--North American Free Trade Agreement--Israeli Trade Act":

NAFTA Country or Israeli End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled ``Buy American Act--North American Free Trade Agreement--Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) Buy American Act--North American Free Trade Agreements--Israeli Trade Act Certificate, Alternate I (May 2002). If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act":

Canadian End Products:

Line Item No.

(List as necessary)

(3) Buy American Act--North American Free Trade Agreements--Israeli Trade Act Certificate, Alternate II (May 2002). If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No.

Country of Origin

(List as necessary)

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made, designated country, Caribbean Basin country, or NAFTA country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products.

Other End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items subject to the Trade Agreements Act, the Government will evaluate offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). The offeror certifies, to the best of its knowledge and belief, that --

(1) The offeror and/or any of its principals () are, () are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(2) () Have, () have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and () are, () are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (j)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed End Product

Listed End Product	Listed Countries of Origin:
.	.
.	.
.	.

(2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (j)(1) of this provision, then the offeror must certify to either (j)(2)(i) or (j)(2)(ii) by checking the appropriate block.]

() (i) The offeror will not supply any end product listed in paragraph (j)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

() (ii) The offeror may supply an end product listed in paragraph (j)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(End of provision)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAY 2002)

(a) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (a) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b) The Contractor is not required to include any FAR clause, other than those listed below (and as may be required by an addenda to this paragraph to establish the reasonableness of prices under Part 15), in a subcontract for commercial items or commercial components--

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans (38 U.S.C. 4212);

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793);

(4) 52.247-64, Preference for Privately-Owned U.S.- Flag Commercial Vessels (46 U.S.C. 1241)(flow down not required for subcontracts awarded beginning May 1, 1996)., and

(5) 52.222-41, Service Contract Act of 1965, As Amended (41 U.S.C. 351, et seq.). Subcontracts for certain commercial services may be exempt from coverage if they meet the criteria in FAR 22.1103-4(c) or (d) (see DoD class deviation number 2000-O0006).)

(End of clause)

52.214-4 FALSE STATEMENTS IN BIDS (APR 1984)

Bidders must provide full, accurate, and complete information as required by this solicitation and its attachments. The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

(End of provision)

52.214-5 SUBMISSION OF BIDS (MAR 1997)

(a) Bids and bid modifications shall be submitted in sealed envelopes or packages (unless submitted by electronic means) (1) addressed to the office specified in the solicitation, and (2) showing the time and date specified for receipt, the solicitation number, and the name and address of the bidder.

(b) Bidders using commercial carrier services shall ensure that the bid is addressed and marked on the outermost envelope or wrapper as prescribed in subparagraphs (a)(1) and (2) of this provision when delivered to the office specified in the solicitation.

(c) Telegraphic bids will not be considered unless authorized by the solicitation; however, bids may be modified or withdrawn by written or telegraphic notice.

(d) Facsimile bids, modifications, or withdrawals, will not be considered unless authorized by the solicitation.

(e) Bids submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.

(End of provision)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 2 Years.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class	Monetary Wage-Fringe Benefits
99350 Park Attendant	\$16.31 Per Hour

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://ebs.swf.usace.army.mil>

(End of clause)

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any DFARS (48 CFR 48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (JUL 2002)

In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (DEVIATION) clause of this contract (Federal Acquisition Regulation 52.212-5), the Contractor shall include the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.225-7014 Preference for Domestic Specialty Metals, Alternate I (MAR 1998) (10 U.S.C. 2533a).

252.247-7023 Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

252.247-7024 Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631)

(End of clause)